

Position: Health Policy Analyst

JOINT COMMISSION ON HEALTH CARE

This job announcement is being reposted after initially closing in May, 2020. Hiring was put on hold while the search for an Executive Director was completed. Applicants who applied during the spring will be considered, and do not need to submit another application.

The Joint Commission on Health Care (JCHC), a standing commission of the Virginia General Assembly, is seeking two highly competent, motivated professionals to serve as health policy analysts. The JCHC staff serve as the non-partisan research and analysis staff in support of the legislative Members of the Commission. Through the work of its legislative Members and staff, the Commission is well regarded as a legitimate and reliable source of health-related information and policy recommendations among state legislators, state and local agency officials, and other health-policy stakeholders. To learn more about the JCHC and the numerous studies and policy recommendations produced by its health policy analysts, please visit the Commission's website at <http://jchc.virginia.gov/index.asp>.

Responsibilities of a JCHC health policy analyst

The primary responsibility for JCHC health policy analysts is to conduct research and analysis on topics that are directed by the Commission. This research and analysis includes:

- Developing well thought out project plans that identify the key questions that need to be answered and the necessary analyses to answer those questions
- Conducting rigorous research and analysis to answer the study questions, including:
 - meeting with stakeholders and subject matter experts,
 - collecting and analyzing data, and
 - reviewing relevant literature.
- Synthesizing the results of the analysis to develop policy recommendations for JCHC Members' consideration
- Developing a final written product and presentation that is briefed to Commission Members at a public meeting

JCHC health policy analysts also conduct follow-up work once studies are completed, as requested by Members. This follow-up includes:

- Working with Members and the Division of Legislative Services to draft legislation to implement policy options
- Developing summaries and talking points for Members based on the results of the study
- Attending committee and subcommittee meetings to track legislation and answer questions if necessary
- Providing presentations to other committees or workgroups

Required Qualifications

- Bachelor's degree (advanced degree is preferred) in public policy, public health, public administration, economics, political science, social work, or a related health policy field
- Experience may vary and the analyst's seniority level and salary will be commensurate with experience
- Ability to obtain and comprehend large amounts of information from a range of sources (e.g., statistical analysis of data, peer-reviewed journals, expert and stakeholder interviews) and utilize critical thinking to evaluate the information and develop relevant, realistic, and substantial policy recommendations
- Quick learner with excellent time management and organizational skills
- Effective communicator with strong writing and presentation skills
- Ability to complete multiple co-occurring assignments thoroughly and accurately with limited supervision
- Performs well in a team-based environment, working collegially with other JCHC staff on studies and other tasks
- Comfortable talking to and working with individuals who differ from oneself in terms of ideological beliefs, culture, race, sex, sexual orientation, and socio-economic status
- Proficient with Microsoft Office, especially PowerPoint, Word and Excel

Salary and Benefits

Salary will be commensurate with qualifications and experience.

In addition to a rewarding work experience, the JCHC offers an excellent benefit package that includes generous and affordable health and life insurance; pre-tax health and child care spending accounts; paid holidays; annual, personal, and sick leave; state funded short and long term disability; and a state retirement plan with options for tax-deferred retirement savings and employer matching.

How to Apply

To be considered for this position, qualified applicants should send a cover letter, resume, writing sample, and two letters of reference to jhcjobs@jhc.virginia.gov.

Applications will be accepted until 5:00 p.m. on October 16, 2020. The Commonwealth of Virginia is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other characteristic protected by law. The JCHC is a veteran-friendly agency.